

Tunbridge Wells Borough Council
Person Specification



POST TITLE: Recruitment Officer
GRADE: E
SERVICE: HR, Customer Service & Culture

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience and success of running many varied recruitment campaigns often for niche or hard to find roles.</p> <p>Reviewed and suggested changes to existing processes and adding new if they don't exist.</p> <p>Supporting senior figures with their recruitment advising and targeting their campaigns seeking innovative.</p>		Application form and interview
QUALIFICATIONS/ TRAINING	<p>Short Courses useful to recruitment skills - Negotiation Problem solving, Team work, Organisation</p> <p>Recruitment qualifications</p>	<p>Educated to degree level in relevant field (HR or business studies).</p> <p>CIPD level 5 (or working towards)</p>	Application form and interview
KNOWLEDGE	<ul style="list-style-type: none"> • Niche recruitment strategies • Recruitment process review • Source talent through multiple channels • networking • writing job adverts and descriptions • screening applications • HR systems to aid recruitment • Worked in recruitment industry • Ability to advise a variety of department heads 		Application form and interview
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Excellent communication – (written and verbal) and interpersonal skills • Strong decision-making skills 	<ul style="list-style-type: none"> • Knowledge of Jobs go public ATS • Employment laws and 	Application form and interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
		recruitment best practices	
DISPOSITION/ ATTITUDE	<ul style="list-style-type: none"> • Can do – never give up – attitude • Service provision 		Application form and interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Predominantly work in Tunbridge Wells Town Hall – this is your client base • Self sufficient to know what needs to be done and gets on with it – reporting progress regularly in reports for the HR Manager and Senior Management. 		